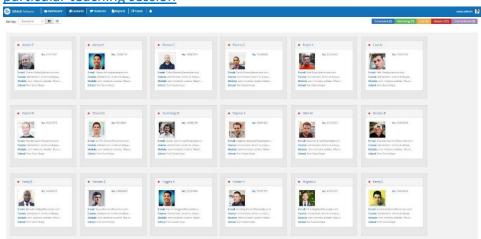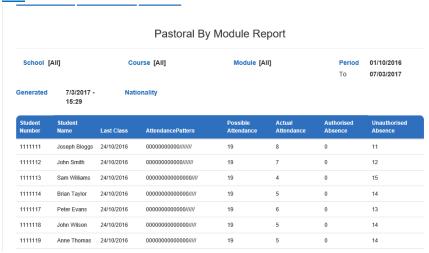Dear Colleagues,

Since our last all staff communication in late January, in light of the helpful feedback and questions being raised by staff, we have now added further topics to the FAQ section on the SAM intranet Project page. The SAM Project Board will continue to add to these FAQs over the coming weeks and months, but please don't hesitate to get in contact directly (via SAM@chi.ac.uk) should you have any specific questions you would like answered.

Several colleagues have asked about the visual layout of information in the SAM system, and how user friendly the system will be. Further customisation is currently being undertaken to ensure the SAM system is tailored to our requirements, and reflects our accepted terminology, but by clicking on the links below you will be able to see an indication of the following:
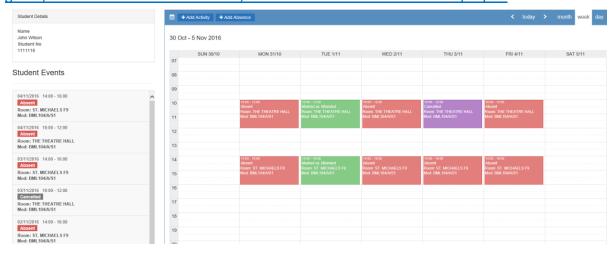
- One possible view for staff wishing to see which students did/didn't attend a particular teaching session

- A summary for staff of student attendance for a whole module, showing number of sessions which each student attended or had an authorised/unauthorised absence for.

Pastoral By Module Report

School [All]		Course [All]		Module [All]		Period	01/10/2016
						To	07/03/2017
Generated	7/3/2017 - 15:29	Nationality					

Student Number	Student Name	Last Class	AttendancePattern	Possible Attendance	Actual Attendance	Authorised Absence	Unauthorised Absence
1111111	Joseph Bloggs	24/10/2016	00000000000///////	19	8	0	11
1111112	John Smith	24/10/2016	00000000000////////	19	7	0	12
1111113	Sam Williams	24/10/2016	0000000000000000////	19	4	0	15
1111114	Brian Taylor	24/10/2016	00000000000000/////	19	5	0	14
1111117	Peter Evans	24/10/2016	0000000000000//////	19	6	0	13
1111118	John Wilson	24/10/2016	00000000000000/////	19	5	0	14
1111119	Anne Thomas	24/10/2016	0000000000000000////	19	5	0	14

- A student view of their timetable and attendance, with attended sessions shown in green, missed sessions shown in red, and cancelled sessions shown in purple.

In our next all staff communication, we will be providing information about when the card readers will be installed in to teaching rooms, and will provide outline details of the staff training programme on the SAM system which is currently expected to commence in mid-June.

The second email communication to students who will be continuing their studies with us in September 2017 will be sent in the next few weeks and regular communications to students will continue to be provided throughout the remaining duration of the SAM Project.

With kind regards, on behalf of the Project Board,

Kate O'Reilly, Faculty Manager and SAM Project Executive

Andy Carpenter, Business Systems Specialist and SAM Project Manager